



TransACT® Communications NCLB Parent Notifications Collection

Basic User Training

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Agenda

- > Who is TransACT
- > TransACT and the Montana OPI
- > Overview of the Site:
 - How to register for access
 - Site Navigation
 - Working with documents & cover letters
 - Creating 'My Favorites'
- > Q&A

Who is TransACT?

- > TransACT serves more than 3,500 school districts and 10 state departments of education nationwide.
- > TransACT has been developing innovative solutions to meet the needs of school districts since 1994.
- > With headquarters near Seattle, WA, TransACT has leveraged the power of technology to help meet compliance obligations under Title I, III, IX, X, FERPA, PPRA, and OCR.
- > TransACT is a web-based, password-protected subscription service.



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Montana OPI & TransACT

- > Statewide subscription to benefit all districts in Montana at **no cost** to the district
- > Access to NCLB required and Montana OPI specific notices & forms
- > TransACT documents are legally-reviewed
- > Federally commended guidance tools and resources
- > Account is personalized to each district
- > Unlimited number of users in the district



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How to Register

- > In order to register for your own personal access
 - > Go to <http://login.transact.com/>
 - > Select the 'Register' link in the upper right
 - > Select your State and County
 - > Select your District and School
 - > Select the link 'Click here to initialize your prepaid subscription' or
 - > Select the link 'Click [HERE](#) to register for personal access!'
 - > Type in your district assigned email address then "Next"
 - > Enter in your contact information and provide your district email address
 - > Select 'Register'



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How to Register

TransACT Communications, Inc - Windows Internet Explorer

http://www.transact.com/


TransACT Communications, Inc

Request More Information | Support | Register | **LOG IN TO TRANSACT**

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I am looking for...

Home	TransACT® Required K12 Parent Notices	Civil Rights Essentials™ Online Training for Educators	EduPortal® Document Sharing Network	ActPoint® KPI Performance Dashboards	Language Line services
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Excellence in Education

For Educators and Administrators

Learn how TransACT web-based solutions reduce costs and make school systems more efficient and effective.

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Enter Site:

TransACT® ParentNotices <small>COMPLIANCE AND COMMUNICATION CENTER</small>	CivilRights <small>ESSENTIALS</small>	Section504 <small>COMPLIANCE COLLECTION</small>	EduPortal®	ActPoint® KPI <small>Performance Dashboards</small>	ActPoint® RoadMaps
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How to Register

TransACT Online Registration - Windows Internet Explorer

https://register.transact.com/

TransACT Online Registration

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It's easy...

1. Find your school district
2. Enter your email address
3. Register for access

Online Registration

What state is your district in?

Choose your state:

Alaska

Next

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How to Register

TransACT Online Registration - Windows Internet Explorer

https://register.transact.com/main/counties

TransACT Online Registration

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It's easy...

[Registration Home](#)

1. Find your school district
2. Enter your email address
3. Register for access

Online Registration

What county is your district in?

Choose your county:

Beaverhead

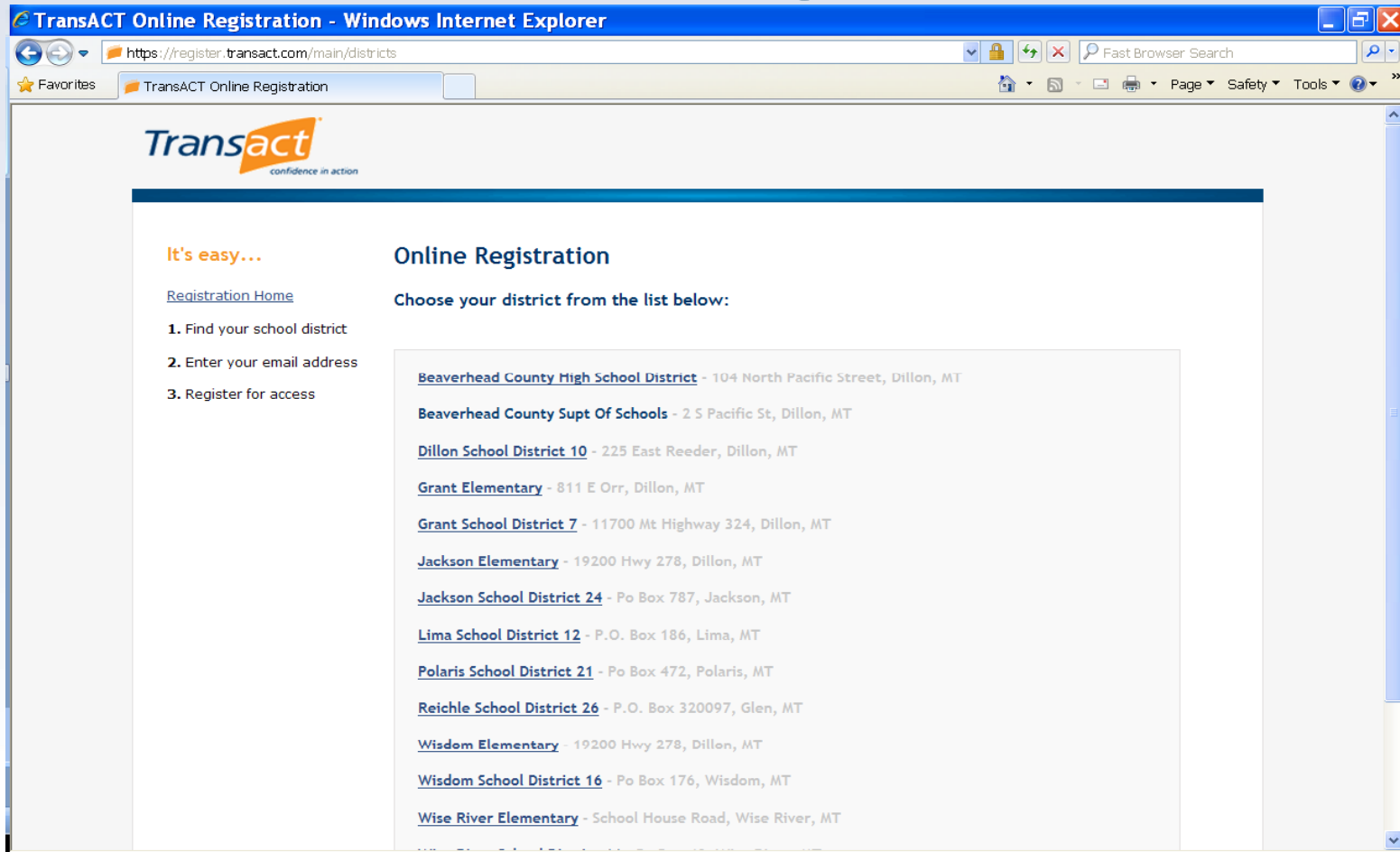
Go Back Next

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How to Register



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How to Register

TransACT Online Registration - Windows Internet Explorer

https://register.transact.com/users/find

TransACT Online Registration

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It's easy...

[Registration Home](#)

1. Find your school district
2. Enter your email address
3. Register for access

Online Registration

Please enter your district-assigned email address below.

To register, you must have an approved, district-assigned email address. Personal email accounts are not permitted.

Email:

Next

If you do not have a district-assigned email address, please contact [TransACT Customer Care](#).

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Done Local intranet 105%



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How to Register

TransACT Online Registration - Windows Internet Explorer

https://register.transact.com/registrations/new?username=demo%40chinookschools.org

TransACT Online Registration

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It's easy...

[Registration Home](#)

1. Find your school district
2. Enter your email address
3. Register for access

Online Registration

Chinook School District 10

In order to access your district's current subscriptions, you must register for personal access using the form below.

Contact Information

Salutation:
Ms.

First Name:

Last Name:

Title:

Phone:

TransACT Username and Email:
demo@chinookschools.org

Confirm Email:

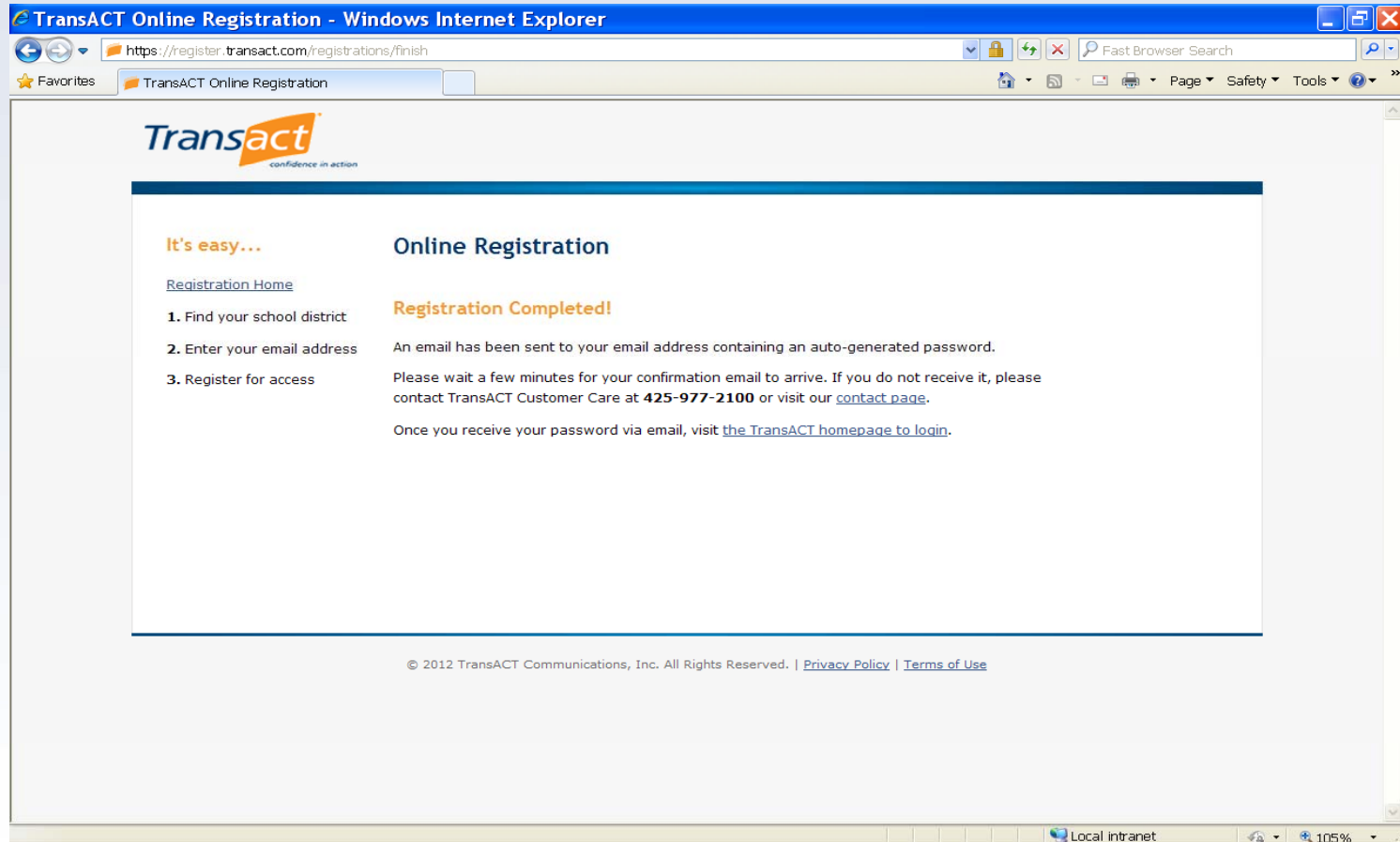
Your location

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How to Register



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How to Login

- > In order to login to your account
 - > Go to <http://login.transact.com/>
 - > Once registered, enter your district email address as your username
 - > Enter in your selected password/New users will be emailed after registration
 - > Select the orange 'Sign In' icon



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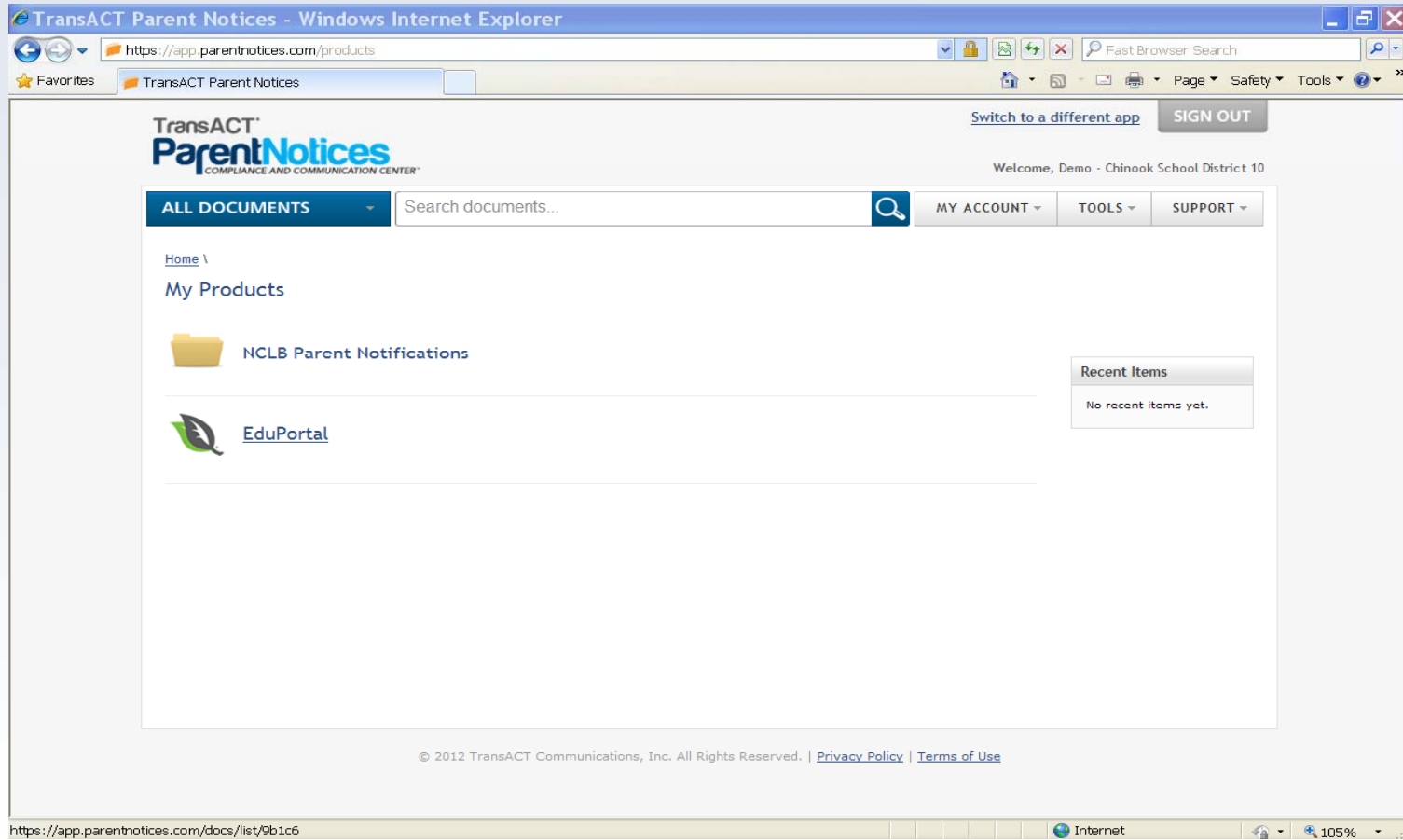
Opening Documents

- > In order to open a TransACT document
 - > Click on the green “Get Started click here” box
 - > On the left side, select the ‘NCLB Parent Notifications’ folder
 - > Select ‘TransACT Masters’
 - > Select the form you wish to open from the document list
 - > Select from several tools to allow you to:
 - > Print
 - > Enter information into form fields
 - > Download a Cover Letter
 - > Review document details



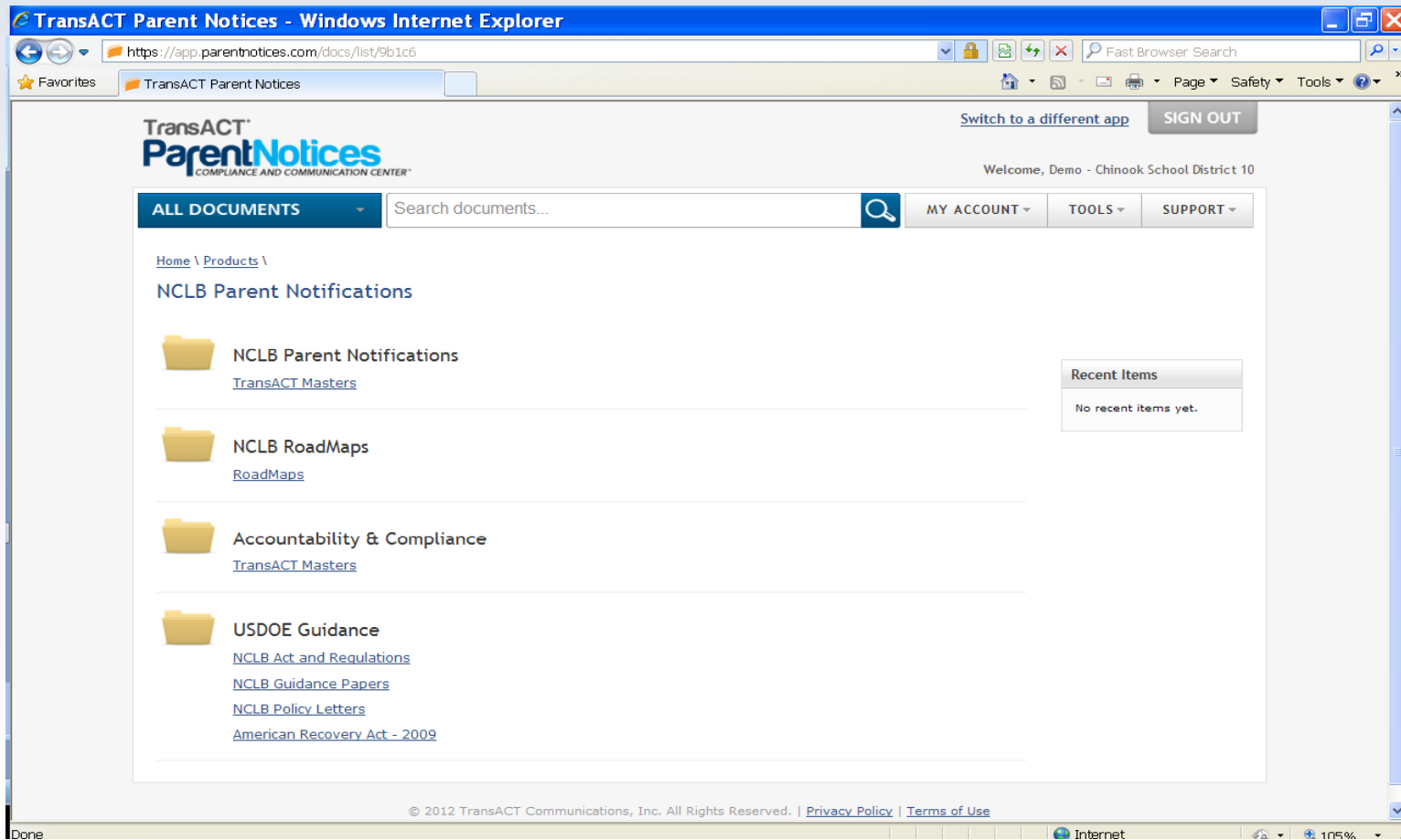
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Opening Documents



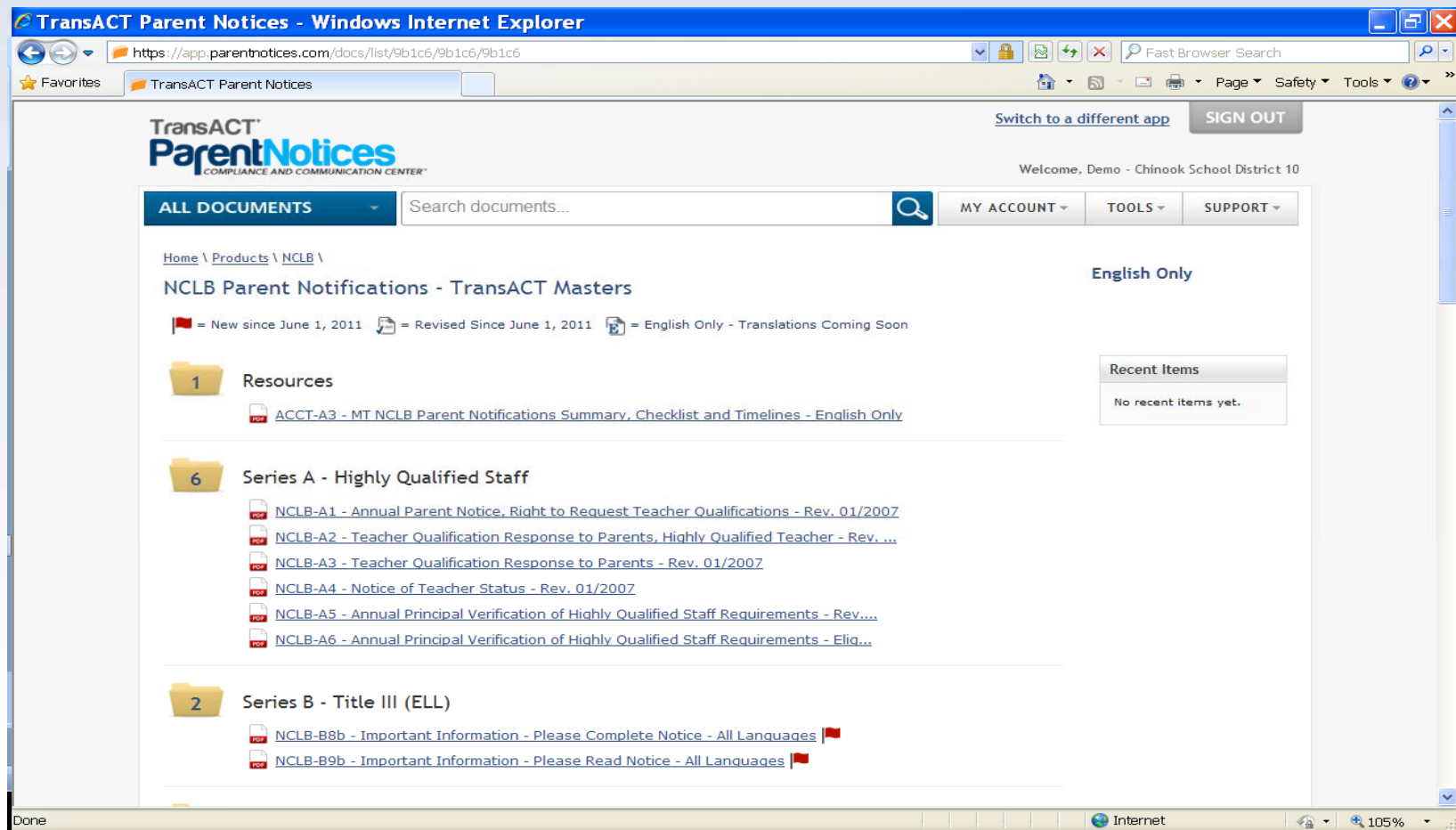
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Opening Documents



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Opening Documents



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Opening Documents

TransACT Parent Notices - Windows Internet Explorer

https://app.parentnotices.com/docs/view/a33f4e

TransACT Parent Notices

Switch to a different app SIGN OUT

Welcome, Demo - Chinook School District 10

ALL DOCUMENTS Search documents... MY ACCOUNT TOOLS SUPPORT

Home \ Products \ NCLB \ NCLB Parent Notifications - TransACT Masters \ English Only

Document View

< Return to List

PREVIEW IMAGE

click the image above to view a preview of page 1

NCLB-A1 - Annual Parent Notice, Right to Request Teacher Qualifications - Rev. 01/2007 - English

Pages: 1, Filesize: 39.7KB, Fillable: Yes

Description:

Notifies parents of each student attending any school receiving funds under Title I, Part A, that parents may request, and the district will provide parents on request, information regarding the professional qualifications of the student's classroom teachers.

Special Instructions:

"Beginning of each school year" is not specifically defined in NCLB, but, in general, should be considered to be the first student attendance day of each new school year. The district may want to consider notifying parents of students in all schools, not just schools receiving Title I funds. It is recommended the district implement standard operating procedures regarding how to respond to parent requests for qualifications made by mail, telephone, in person, or other modes of communication.

When to Use:

Annually, at the beginning of each school year, notice must be given to parents of students in Title I schools or programs. It is the district's

Open PDF

Fill-in and Save

Provide Feedback

Add to Favorites

Word Version

Coverletter

Live Help

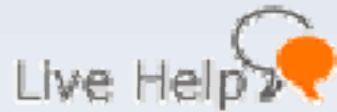
There are two ways to open the form:

1. Open PDF – You wish to type in the information and print.
2. Fill In and Save – Allows you to type in the data and save the form in a student's electronic file.



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Customer Support & Technical Assistance



Monday thru Friday 8am to 6pm MST

Email: support@transact.com

Phone: (425) 977-2100

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5105 200th Street SW, Suite 200
Lynnwood, WA 98036
www.transact.com

Live Help, Email &
Phone Support all
available at no
additional charge!



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Recap

- > How to register for access
- > How to login to your account
- > How to navigate through the website
- > Working with the documents
- > How to get help

Thank you!



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